



POSITION ANNOUNCEMENT

POSITION: Office Administrator

Open: Immediately

LOCATION: Los Angeles, CA

Closing: Until filled

CONTACT: Brenda Gonzalez Ricards

Salary: Commensurate
with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert, research, advocacy, programs, and an [Affiliate Network](#) of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For almost 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org, or follow us on [Facebook](#) and [Twitter](#).

SUMMARY

The Office Administrator provides support to the California Regional team, which consists of seven to nine staff charged with strengthening UnidosUS's relationships with its California Affiliates. The position serves as a first point of contact for Affiliates, partners, funders, clients, and media, and it manages the flow of information throughout the office and, as appropriate, between California and the Washington, DC headquarters. This is a professional support position that must work with all components based in the California Office, handle multiple projects simultaneously and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

The Office Administrator works with the Affiliate Member Services (AMS) Regional Director to manage all office operations including front desk and reception, management of equipment leases, phone and IT system troubleshooting, compliance with financial procedures and processing, and office scheduling.

This position reports to the AMS Regional Director, however, specific work may be assigned and supervised by other staff members in the California office. This position primarily supports three UnidosUS components: Affiliate Member Services, Education, and the Office of Research Policy and Legislation (ORAL). As such, experience and comfort with reporting to multiple supervisors is necessary.

This position is non-exempt and based in Los Angeles, California.

RESPONSIBILITIES

- Provide excellent customer service as the front office lead by welcoming visitors, receiving and routing incoming calls, providing information and referrals to callers, maintaining a professional-looking office environment, and managing shared room or shared virtual resources.
- Serve as a primary point of contact on all finance-related activities, including communication and compliance with UnidosUS fiscal policies and procedures; preparing invoices and processing requests for payment, credit card statements, and travel expense reports.
- Serve as the primary point of contact for IT, including submitting requests for training/technical assistance and, with guidance from the IT team, installing new software/hardware, maintaining technical equipment, and troubleshooting all office computers as needed.
- Serve as primary point of contact between office building and UnidosUS suite including emergency preparedness, mail, security, etc.
- Maintain office equipment and leases, serve as the primary contact for vendors, troubleshoot, resolve equipment issues, and timely contract renewal, extension, or engagement.
- Maintain and organize office records, specifically vendor/consultant files, Affiliate files, finance contracts and records, and documentation of the California Regional Office work and operations.
- Coordinate office events and meetings as requested by any of the three components based in the LA-Office, including UnidosUS California Affiliate Network meetings; California Policy meetings; California Education Program Trainings; California regional team travel, logistics, and special meetings; and regional networking events, luncheons, etc.
- Research and securing vendors; reviewing and negotiating contracts; handling hotel reservations and room setup; securing catering, signage, and guest transportation
- Material preparation such as agendas and handouts/packets; outreach and registration; working with UnidosUS staff and external parties; and taking, disseminating, maintaining a record of minutes when needed.
- Provide support related to Human Resources, including coordinating new hire orientations and other communications with the Washington, DC headquarters
- Assisting in recruiting and supervising interns and temporary staff; ensuring compliance with UnidosUS' s Human Resources policies and procedures; and providing support to the Regional Director in the communication of such to the regional team.
- Maintain relationships with local colleges/university and Affiliates for the continuous recruitment of quality interns for the California office.
- Work with relevant staff at the Regional Office to supervise intern work and schedules and onboarding.

- Support with Affiliate communication and outreach to move specific work forward such as signing on to support letters on policy bills, etc.
- Support with set-up of virtual meetings such as webinars, conference calls, all-staff meetings with D.C.
- Simple design and graphic work for flyers, invitations, newsletters, etc.

QUALIFICATIONS

- Bachelor's degree and three or more years of professional work experience as administrative support staff or in the clerical field.
- Ability to manage compliance and procedures related to finance, human resources, and data management.
- Ability to manage office operations including vendor relationships/contracts, equipment leases, supply management, and IT support.
- Strong meeting and event planning experience including basic accounting and budget experience.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint).
- Basic HTML experience.
- Ability to work both independently and as part of a team.
- Must have a strong sense of responsibility and self-motivation; must be efficient, be results-oriented, and have a positive attitude.
- Strong verbal communication skills and professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, partners).
- Strong writing skills for preparing letters and other documents on behalf of the Regional team.
- Previous work or volunteer experience with UnidosUS CA Affiliates is a plus.
- Experience working with and coaching/mentoring youth ages 16-24 is also desirable.
- Bilingual (English/Spanish) fluency preferred.
- Ability and willingness to work occasional extended hours with advanced notice provided.
- Ability to travel within California, Washington, D.C. and to UnidosUS events approximately three to four times per year.

SEND COVER LETTER, WRITING SAMPLE, RÉSUMÉ TO:

UnidosUS
 Raul Yzaguirre Building
 Attn: Brenda Gonzalez Ricards
 1126 16th Street, NW
 Washington, DC 20036-4845
 Email: hmail@UnidosUS.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.